

Mark A. Hill, Chair
Commercial Real Estate/Multifamily Business Group
Asset Administration Committee
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AGENDA
ASSET ADMINISTRATION COMMITTEE MEETING
SUNDAY, FEBRUARY 4TH, 2001
9:00 a.m. – 10:00 a.m.
SAN DIEGO MARRIOTT HOTEL & MARINA
SAN DIEGO, CALIFORNIA

Chair: Mark A. Hill, Laureate Capital
Vice Chair: James Hebert, CapMark Services, LP
Peter Lynch, Nationwide Life Insurance Company
Deborah Rogan, CapStone Realty Advisors, LLC
Lisa Traylor, First Union Capital Markets Group

- I) Welcome and Introductions
- II) Loan Document Integrity JOINT TASK FORCE
 - a) “BEST PRACTICES” – Identify core CMBS documents, present a timeline and possible remedies for breach of the timeline
 - b) MERS Update – Daniel R. McLaughlin, MERS Inc.
- III) Watchlist Criteria JOINT TASK FORCE
Update – Jim Hebert, CapMark Services
- IV) Property Inspection Form
 - a) Update (Background and CMSA’S Endorsement) - Lisa Traylor, First Union
 - b) Formation of a task force to promote the form
- V) Document Checklist Task Force
Update – Deborah Rogan, CapStone Realty Advisors
- VI) Fitch’s Special Report: “Differentiating CMBS Servicers”, by Stephanie Petosa
- VII) Discussion: Asset Administration Conference (June 2001)

- topics and format
- key note speaker

VIII) Other Business (All)

Next Meeting – June 20, 2001 (Sheraton Chicago Hotel and Towers)